

Topic Name		Lead Division
Issue	[Concise summary of key issue(s) in 2-3 sentences.]	
Background	[Provide the context of the issue, with important elements of the story]	
Stakeholders	[Note key external stakeholders and their concerns] <ul style="list-style-type: none"> <li>• 1</li> <li>• 2</li> <li>• 3</li> </ul>	
Next Steps	[Brief description (with dates) of upcoming major milestones, decision points and options.]	

